

FINANCE OUT-PROCESSING

Advance Pay

- Available to all military members
- Complete DD Form 2560 (you can pick this up in Bldg 700 Room 49) and attach 1 copy of your PCS orders.
- Can apply no earlier than 30 days prior to your availability date on orders
- E4 and below, DD 2560 must be signed by Commander. (Signature and signature block must be included.)
- E5 and above may sign their own form.
- Calculated using Base Pay less deductions from most recent LES (taxes, SGLI, TSP, etc)
- Repayment is prorated over 12 month period.
- May request one advance pay here.
- If requesting 2nd advance, you may request one at your next duty station.

Dislocation Allowance (DLA)

- Military members with dependents are authorized DLA. The dependents must be with the service member at their duty station.
- SM married to SM without children, only one is authorized DLA at the without dependent rate, and normally the most senior member will apply for it.
- SM married to SM with children, only one is authorized DLA at the “with dependent” rate.
- Single E7 and above soldiers living OFF POST are authorized DLA at the without dependent rate.
- An E7 and above single soldier living in the BEQ/BOQ is NOT authorized DLA.
- E6 and below single soldiers are NOT authorized DLA.
- If your family members are not here with you now, you will get your DLA with their arrival at your next duty station.
- If requesting a DLA advance, submit 6 copies of PCS orders, 1 copy of flight itinerary, and 1 copy of DA 31 (leave form), and bank information (routing and account number)
- Submit request no sooner than 10 working days prior to PCS
- Allow 10 working days for processing and direct deposit to show on your bank account.

Basic Allowance for Housing (BAH)

- BAH II is the overseas flat rate for BAH

- During your final out processing all single soldiers are also entitled to BAH II at w/o dependent rate during PCS move, if taking leave.
- All soldiers in government quarters must have a termination letter from housing office in order to start BHA
- All soldiers in private rental must have a termination of OHA form/letter from housing office to start BAH
- Complete DA Form 5690 to start BAH
- If dependents are already back in the states (EROD orders) and your are in the barracks, your BAH should already be started at the zip code rate where your dependents are located.

Temporary Lodging Allowance (TLA)

- Service members who terminate government quarters or OHA are authorized TLA.
- If housing authorizes you TLA, you need to take TLA authorization letter to Kristall Inn or Tower Inn and have them stamp it. Letter must say with or without kitchen.
- Bring stamped letter with 1 copy of orders attached, to Bldg 700 Room 49 or Finance Customer Service (Room 8).